

Dear Parent/Guardian:

Your child, _____ is currently enrolled as a High school name senior and as a UPS School to Work student. We are excited to offer your child a unique opportunity as a part of the UPS School to Work Program. High school name High School has entered a partnership with Jefferson County High School that will allow your child to complete their remaining graduation requirements online with educational support at the UPS School to Work facility. By taking part in the STW- Virtual Online Learning, your child will be able to start work earlier in the day and could potentially take advantage of extra work time.

Here is how the program is designed:

- Students will be co-enrolled at high school name and Jefferson County High School. Students will continue to be high school name High School students, participate in senior events, and will earn a high school name diploma once all graduation requirements are met.
- Students will take their remaining graduation requirements online via Jefferson County High School. Students will have a connection to their high school name on selected Fridays. These selected Friday meetings are designed to help students prepare for their Backpack Defense and will serve as a check-in for progress to graduation, senior events and deadlines.
- Students will report to the UPS School to Work Facility by 8:00 AM Monday through Thursdays. They will work on coursework and make adequate progress on their graduation plan.
- Once the semester online coursework is completed, students will be released from morning attendance at the UPS School to Work facility and be able to report directly to work. If available, students may increase their work hours at that time for the remainder of the semester.
- Students will report to high school name by; TBA on selected Fridays for their senior check in progress, Backpack defense and senior deadlines.
- It is the student's responsibility to maintain academic progress and attendance requirements for the UPS School to Work program. Students who do not show adequate progress by March 1st may be removed from the program and scheduled into required classes at high school name if applicable for the remainder of the school year.
- If the student is terminated from the UPS School to Work program (voluntarily or by cause), the student will be withdrawn from UPS/STW and will need to return to their high school name if applicable.
- It is highly recommended that students have their own transportation to and from both the UPS Campus and to their work area.

We plan to pay close attention to student progress in this program. Staff from either high school name High School, Jefferson County High School, or the UPS School to Work Program may be in contact with information about progress or deficiencies. Please sign the attached permission slip allowing your child to participate in this program and provide any further information.

Sincerely,

Principal Name
Principal

Counselor Name
Senior Counselor